

TEACHER RETIREMENT SYSTEM of TEXAS

UPDATE

HOW TO REPORT TIME FOR EMPLOYEES WORKING MULTIPLE POSITIONS

When an employee works multiple positions for a Reporting Employer (RE), the RE must report the time the employee worked in each position under the individual assignment.

For example, the RE must submit two ED40s for a teacher who also works athletic events—one for the 02-teacher position code and one for the 03-support staff position code. The ED40 records must include the dates that the employee is working in each position.

Each month, your RE must submit an RP20 record for all positions with an open contract or work agreement. The RP20 for each of those position codes should contain the days and hours an employee worked under that individual position. Since each position is separate, the time will need to be reported separately, even if the person worked in both positions on the same day. Please make sure that your RE accounts for the time an employee worked in each position and that the days are not “split” between positions. This can affect the member’s ability to earn a year of service. The RE Portal is programmed to ensure that a member will not receive credit for more days than exist in a calendar month.

MAKE SURE TO RESOLVE OUTSTANDING CONTRIBUTIONS DUE TO TRS

The Texas Education Code mandates that each TRS-covered employer pay all required contributions, in full, to TRS each report period. As of today, many REs have delinquent contributions due to TRS.

Check your RE Ledger Balances frequently to help you stay on top of your organization’s deposits. TRS recommends that you do so each month after you have completed your Regular Payroll (RP) and Employment After Retirement (ER) reports. The [October 2019 Update Newsletter](#) provides detailed information on how to review the RE Ledger for your employer.

As a reminder, REs must pay the required RP contributions by the sixth day of the following month. ER contributions are due by the 10th day of the following month, except for the August report period when the deposit is due on Sept. 6.

When you send an electronic payment through TEXNET after the due date, your RE will owe penalty interest to TRS. Penalty interest on the amount you owe also accrues daily.

The RE Portal sends monthly emails notifying employers of any overages paid and/or shortages due to TRS. To help alert REs, TRS also added Validation 803 to the RE Portal.

Validation 803 reads: “Current month report cannot complete due to balance owed for one or more contribution. Please review the RE Ledger and submit any TEXNET deposit needed to pay outstanding balances.”

Validation 803 changed from a warning to an error in the RE Portal as of mid-December. The error will prevent employers from completing their current month report until they’ve paid the balances due to TRS.

TRS will initiate further review and action, including up to a warrant hold on state funding, for failing to resolve outstanding balances.

To pay outstanding balances due to TRS, submit the contributions via TEXNET deposit. If you have available funds in another fund type, you may also transfer the funds to pay the outstanding contribution. Please review the [allowable transfer guidelines](#) to determine if the funds can be transferred to cover the balance due.

continued on page 2 >

continued from page 1

REPORTING MID-YEAR POSITION CHANGES

Employee position changes often occur in the middle of the year. For TRS reporting purposes, it's important to report the changes to TRS in the report period when the change occurred. Submit your Employee Data (ED report) records in a timely manner to reduce the number of corrective steps that you might have to take later.

If an employee changes positions in January 2021, the position change must be reported on the January ED report. You should report the position change with an ED45 record with the adjustment reason code filled in with "end/add." This record will end the previous position and begin the new one in the TRS reporting system in a single step.

Alternatively, the RE can use an ED45 to report the position code with the adjustment reason code of "end" and then submit a new ED40 record. If this method is used, the ED45 must post to the TRS system first before the ED40 can be submitted for the new position. In either method, the ED records must post before the RP report is completed.

It is extremely important to submit the ED45 in the month the change actually occurs, even if the member will not be paid for the new position until the next month. Submitting the ED45 at the correct time will ensure that the RP records attach to the correct contract in the TRS reporting system.

TRS recently added Validation 801 to the RE Portal as a warning, which reads: "The contract start date for this position is prior to the current report month and RP transactions for the prior months do not exist."

If you do not submit the ED45 until the month the employee is first paid for the new position, the RP records will not attach to the correct contract and message 801 will display in the portal. While this message is currently a warning that does not impact your ability to complete the report, it will be converted to an error sometime this fiscal year. When it becomes an error, an RE will not be able to complete their report until they correct the previous records.

DEADLINE APPROACHING: PETITIONS FOR THE PUBLIC SCHOOL DISTRICT EMPLOYEE POSITION FOR THE BOARD OF TRUSTEES

TRS is accepting petitions for eligible members to qualify as candidates for the election of the Public School District Employee position on the TRS Board of Trustees. The deadline for receiving these petitions is **Jan. 25, 2021**.

The term of the position begins as early as Sept. 1, 2021 and ends Aug. 31, 2027. An eligible member for this election is a current employee of a public school district, charter school or regional education service center in a TRS-eligible position.

To qualify to be a candidate for nomination, an eligible member must collect 250 signatures from TRS members whose most recent TRS service was performed for a public school district, a charter school or regional education service center. **TRS is offering two ways in which a potential candidate may collect the required 250 signatures.**

1) Electronic Petitions – A potential candidate will declare his/her interest to be a nominee to the [Secretary to the Board of Trustees](#). Once the member's eligibility is validated, the member's name will be posted on the [nomination site](#) where the potential candidate may direct members to sign their electronic petition. The names of nominees will be listed on a first-come, first-listed basis. To sign the electronic petition, members will need to provide identifying information in order to verify their eligibility to sign the petition. The process is easy and only takes a few minutes. **For an electronic petition, the potential candidate does not need to submit anything further to TRS but must have 250 member signatures by Jan. 25, 2021 to be considered a candidate.**

2) Paper Petitions – TRS will also continue to allow potential candidates to collect signatures with paper petitions. **TRS must receive a potential candidate's paper petitions, with 250 eligible member signatures, no later than Jan. 25, 2021.** You may download a [petition \(pdf\)](#) from the Resources section on the Nominations for TRS Board of Trustees Public School District Employee Position page on the [TRS website](#). If you do not have access to a printer, please contact the Secretary to the Board of Trustees to request a petition be mailed to you.

continued from page 2

UPCOMING TRS HOLIDAY CLOSURES

TRS will be closed on the following days:

- **Thursday, Dec. 17, 2020** starting at 2 p.m.
- **Wednesday, Dec. 23 – Friday, Dec. 25, 2020** in observance of the Christmas holiday
- **Thursday, Dec. 31, 2020** starting at noon
- **Friday, Jan. 1, 2021** in observance of New Year's Day

We will resume regular business hours on Monday, Jan. 4, 2020.

WATCH AND LEARN: TRS MEMBER EDUCATION VIDEO SERIES

Learn all about your TRS pension benefits by watching our [Member Education Videos!](#) Help us spread the word about the series by downloading a [poster](#) from our website and displaying it at your school.